



INTERNATIONAL TRADE AND INVESTMENT ASSISTANT

The U.S. Consulate General in Sydney is seeking an individual for the position of International Trade and Investment Assistant in the U.S. Commercial Service.

Salary: A\$63, 210 p.a. + superannuation benefits

Full-time - Monday to Friday

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of 2 years of college or university studies in the field of business, business administration, office management, sales or marketing is required.
2. Three years of experience in the areas of office management/coordination, business administration, or sales and marketing/coordination, which includes a high level of proficiency in word processing and data management, and a typing speed of 40 wpm, is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. A good understanding of the Australian commercial and economic environment for U.S. exporters is required, as well as the ability to have working knowledge of U.S. Commercial Service Australia trade promotion activities.
5. Attention to detail and high levels of accuracy are required and ability to think quickly, be adaptable and flexible in responding to change and in finding solutions under time pressure is required.
6. A good level of interpersonal skills is required in order to ensure a positive and close relationship with internal and external contacts.

For the full job description and how to apply please refer to the Job Opportunities section on our website: <http://canberra.usembassy.gov>

Forward cover letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 **by September 11, 2015**. Or email to: sydneyrecruitment@state.gov

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The U.S. Commercial Service (CS) Australia has posts in three major cities (Canberra, Sydney and Perth). CS Sydney is the headquarters operation and its functions are to plan, direct and support the work of all CS posts in Australia and to provide guidance on commercial programs and issues to New Zealand and the State Department's post in Fiji. CS Australia is the trade and investment promotion agency of the U.S. Department of Commerce and provides assistance through counseling, fee-based services, and marketing functions to U.S. companies seeking to export their products to Australia, or expand existing local sales. The incumbent is a member of the CS Australia operation that consists of 2 American officers and 8 locally employed staff. The incumbent serves as an International Trade and Investment Assistant with specific trade support functions for American officers and Commercial Specialists, and backup support for the Office Manager.

Major Duties and Responsibilities

- *International Trade and Investment Assistant*
 - Assist the Commercial Specialists and American Officers mission-wide in carrying out research, identifying industry leads, providing client services and assisting in promoting U.S. trade objectives in Australia.
 - Provide information and respond to a variety of trade inquiries from U.S. firms, trade associations and government departments.
 - Responsible for implementing and managing CS social media activities. Develop promotional strategy, content, and update CS social media platforms including LinkedIn, Facebook and Twitter to promote CS trade events and activities to U.S. firms and local Australian businesses.
 - Develop, manage content, and update CS Australia's website.
 - Provide support to American officers and Commercial Specialists in developing PowerPoint presentations and marketing materials for trade events and activities.
 - Assist at Trade Shows, help prepare promotional marketing materials and order necessary equipment and supplies.
 - Assist Commercial Specialists with the planning and organization of Single Company Promotion services such as receptions, executive dinners, seminars and order trade events (eg. industry roundtables). Assist Commercial Specialists in preparing and sending invitations, making telephone calls, following up on RSVPs, and finalizing place cards and name tags for trade events and activities. Provide assistance to Commercial Specialists at the venue, meeting guests as they arrive and handing out name tags (this can happen outside of regular business hours).
 - Assist Commercial Specialists with fee-based and non-fee based activities and services including International Partner Search, Gold Key Service, Business

Facilitation Service, International Company Profile, International Buyer Program, and market research reports.

- Update and monitor CS client management database system, E-menu, and other databases.
- *Admin and Other Duties as Assigned*
 - Provides back up support to Office Manager on matters such as travel vouchers and reimbursement, representation claims, reconciling office expenses and Cabcharge account. Responsible for obtaining price quotes from local vendors when required. Act as back up when Office Manager is out of the office.
 - Assist in creating Participation Agreements and entering credit card payment information in E-menu database
 - Assist the American Officers with responding to taskers assigned by HQ in coordination with the Office Manager
 - Act as the backup to the Office Manager for Time and Attendance for American Officers and local staff.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY TO BE ELIGIBLE FOR CONSIDERATION.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of 2 years of college or university studies in the field of business, business administration, office management, sales or marketing is required.
2. Three years of experience in the areas of office management/coordination, business administration, or sales and marketing/coordination, which includes a high level of proficiency in word processing and data management, and a typing speed of 40 wpm, is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. A good understanding of the Australian commercial and economic environment for U.S. exporters is required, as well as the ability to have working knowledge of U.S. Commercial Service Australia trade promotion activities.
5. Attention to detail and high levels of accuracy are required and ability to think quickly, be adaptable and flexible in responding to change and in finding solutions under time pressure is required.
6. A good level of interpersonal skills is required in order to ensure a positive and close relationship with internal and external contacts.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B), and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S.

Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
Level 59, MLC Centre
19-29 Martin Place
SYDNEY, NSW 2000

Or via email to: sydrecruitment@state.gov

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 11, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References